

CLASS TITLE: STATE PORTS MANAGER (DEM)

Class Code: 02539500
Pay Grade: 34A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Environmental Management, to plan, organize and administer all aspects of the operation of several major commercial fishing ports; to formulate plans and programs for those ports which promote and protect the interests of the state's commercial fishing industry while supporting compatible transportation, commercial and tourist-related activities; to perform and supervise highly responsible work in the management of state-owned real property; to oversee and manage the property and to organize berth usage and leases; to act as the property manager for the site and collect and monitor lease and rental payments; to manage the state parking lots and associated fees; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of independent judgment; work is reviewed through conferences and reports for conformance to law, policies, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates and reviews the work of a staff in the DEM ports management program. Such workers may include unskilled and skilled laborers, trades people, administrative clericals and various seasonal positions acting as authorized representatives of the Department.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Environmental Management, to plan, organize and administer all aspects of the operation of several major commercial fishing ports.

To formulate plans and programs for those ports which promote and protect the interests of the state's commercial fishing industry while supporting compatible transportation, commercial and tourist-related activities.

To perform and supervise highly responsible work in the management of state-owned real property.

To oversee and manage the property and to organize berth usage and leases.

To act as the property manager for the site and collect and monitor lease and rental payments.

To manage the state parking lots and associated fees.

To act as program supervisor by managing the services of the piers while monitoring those services for program effectiveness and efficiency.

To study and analyze operational procedures and prepare detailed and comprehensive reports of findings and recommendations.

To plan for and oversee the construction, operation, maintenance and repair of state piers, bulkheads and port infrastructure of all kinds.

To oversee and administer the leasing of state piers and real estate for port related business and development, including collecting fees and interacting with lessees as appropriate.

To manage state parking facilities and activities of the ports to include owner operated lots, oversight of parking lease arrangements or designated parking enforcement responsibilities, including the responsibility for fees collected.

To ensure that leased space used conforms to all existing local, state and federal codes, statutes and regulations.

To negotiate and write leases and renewals with owners, managers or their agents on behalf of the state for review and approval by superiors and the Galilee Lease Advisory Committee and the State Property Committee, including recommending legal action when appropriate.

To oversee and provide for the berthing of commercial fishing vessels, charter boats and ferry operations, including the assignment and collecting of berthing fees in accordance with port regulations, and the transient berthing assignments.

To coordinate the activities of and represent the ports with federal and state agencies, local government, private groups and port tenants.

To oversee and direct the activities of an assigned staff of permanent workers, seasonal workers and vendors engaged in maintenance, operations, and administrative functions pertinent to port responsibilities.

To prepare such regular and special reports as may be required, and to assist in the preparation of the annual report and budget.

To promulgate and enforce port rules and regulations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of the principles, techniques, and practices of property management and real estate; a practical knowledge of the management of the commercial fishing, fish processing, shipping and marine transportation industries and the operation of ports; the ability to apply such knowledge in analyzing needs, problems and opportunities and developing and implementing plans and programs to provide new or improved services/programs; the ability to analyze and evaluate property management proposals and make recommendations; a working knowledge of local, state and federal laws and regulations effecting the commercial fishing, marine transportation and shipping industries and marine and coastal construction and development generally; a working knowledge of real estate transactional work and appropriate laws; the ability to assign work to and oversee the work of a staff of skilled laborers, trades people and clericals and to similarly oversee the work of contractors in the various trades associated with port development, operation and maintenance; the ability to prepare and deliver effective oral and written reports and to speak publicly; the ability to establish and maintain effective working relationships with agency officials, commercial interests, the general public, and employees; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's degree in Biology, Biological Sciences, Marine Affairs, Marine Sciences or a related field; and supplemented by advanced training in the construction/marine trades and property management; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory position in a private or public agency involved in property management and development for the commercial fishery industry including port operations, structures and assets; and experience in maintenance and construction of port related assets including piers, dockage, bulkheads and related structures.

Or, any combination of education or experience that shall be substantially equivalent to the above education and experience.

Class Created: March 25, 2012

Class Revised: September 16, 2018